

Installing a 4610SW/4621SW IP Telephone

This document contains a summarized (four-step) installation procedure. For detailed step-by-step procedures, including variants of this procedure, refer to the *Avaya one-X Quick Edition Telephone User Guide*.

1

Unpack the equipment from the shipping box. The package should contain the following items:

- one telephone set (includes a telephone stand),
- one Category 5 (Cat5) modular line cord, and
- this quick installation guide.

Power is typically supplied to the telephone by connecting the Cat5 modular line cord to a 802.3af PoE-enabled Ethernet LAN. Option A on the facing page shows a wall jack, but you could connect the Cat5 modular line cord directly to a PoE-enabled Ethernet switch. If your Ethernet network does not provide 802.3af-compliant inline power, you must supply a PoE inline power supply (see Option B on next page). The last step in installing your telephone must be applying power.

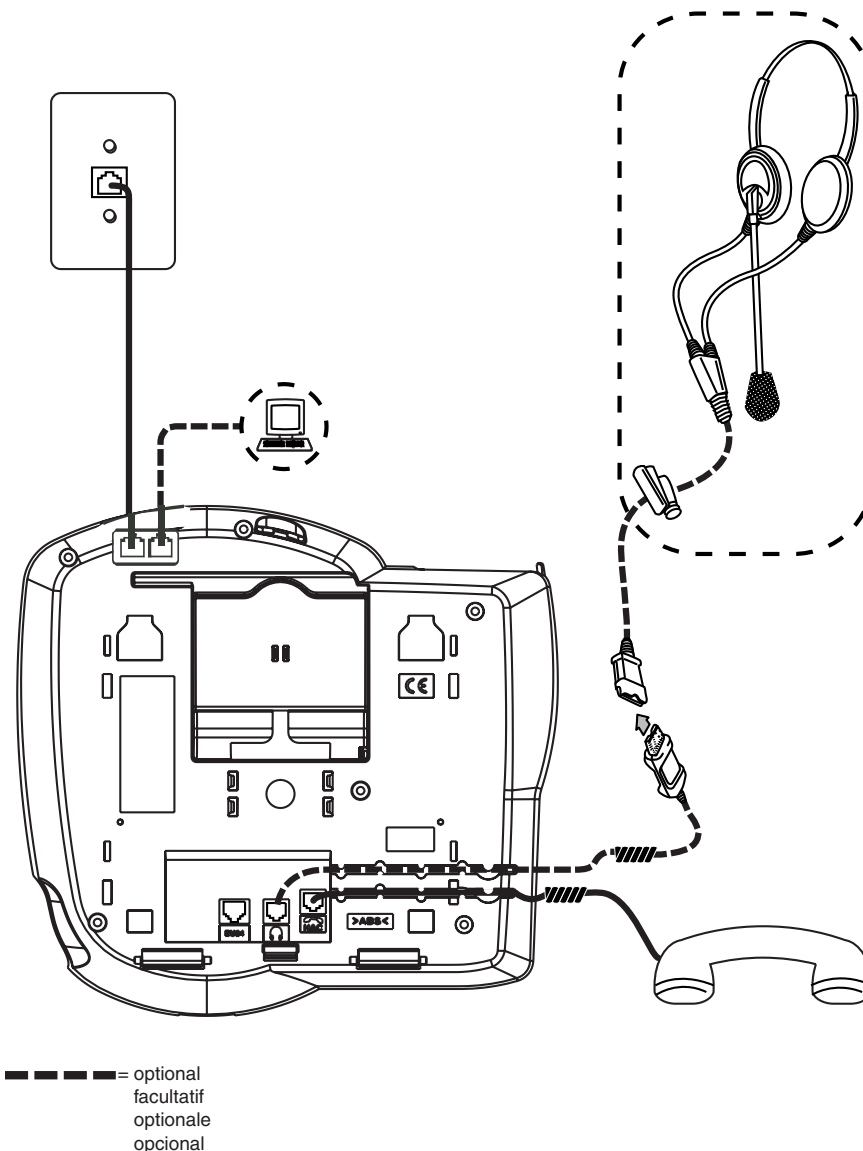
You may optionally connect the telephone between a computer and the Ethernet LAN—the telephone and the computer share the connection. In this case, you must supply a second Cat5 (or better) modular line cord to connect the telephone to the computer. For installation instructions, see [“To share the telephone LAN connection with a computer”](#).

2

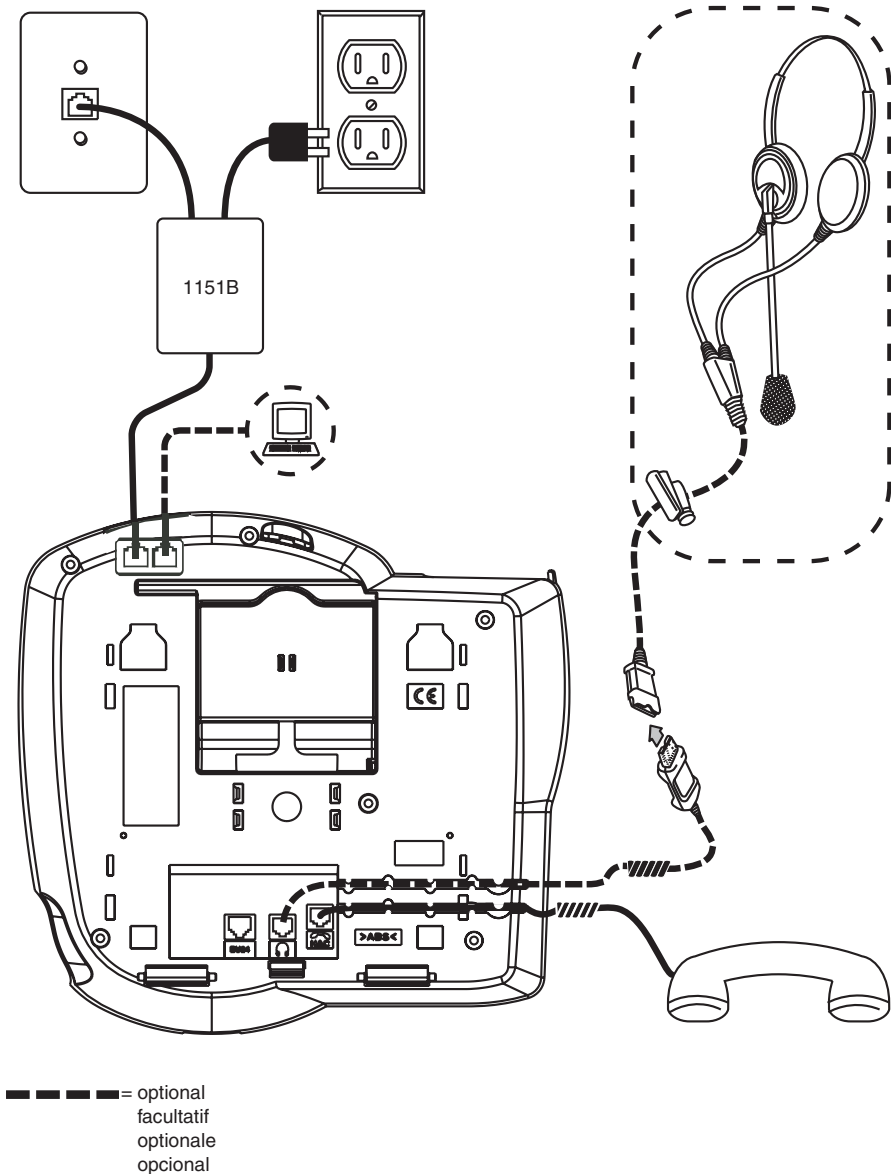
Connect the first telephone to the LAN

1. Plug one end of the supplied Cat5 modular line cord into the LAN port on the telephone and connect the other end to the Ethernet LAN.
2. When you are prompted to create a site, press 1 on the dialpad.
3. When you are prompted to enter a site name, press the keys on the dialpad to enter the site name, and then select the **Next** softkey. For example, to type “R”, press the dialpad key “7” three times. For more information about how to enter characters, see [“Entering Text and Special Characters”](#).
4. When you are prompted to change the default password (wait for the prompt), enter 54321, and then select the **Next** softkey.
5. Follow the prompts to enter and confirm a different password. The password must contain at least five numbers in the 0 to 9 range.
6. When you are prompted for a name, use the keys on the dialpad to enter a user name for the telephone extension (for example, Smith, Pat), and then select the **Save** softkey.

Connection Jacks - Option A, LAN is 802.3af PoE Enabled



Connection Jacks - Option B, LAN is not 802.3af PoE Enabled



3

Connect additional telephones to the LAN

1. Plug one end of the supplied Cat5 modular line cord into the LAN port on the telephone, and connect the other end to the Ethernet LAN.
2. When you are prompted to create a new site or join an existing site, press 2 on the dialpad. Wait for the telephone to join the network.
3. When you are prompted for a name, use the keys on the dialpad to enter a user name for the telephone extension (for example, Jones, Rae), and then select the **Save** softkey.

4

The telephone is now ready to receive calls, make calls, and record voicemail. You can optionally record your name to be played back to Voicemail users, record a Voicemail greeting, and/or set other user options if desired. For more information, see the *Avaya one-X Quick Edition Telephone User Guide*.

NOTE:

Initially, the password you need to access user options is 12345. To ensure that you are the only one who can access the user options on the telephone, change this password as soon as you access user options for the first time.

To share the telephone LAN connection with a computer

1. Plug one end of your Cat5 (or better) modular line cord into the Ethernet jack on the computer, and the other end into the PC port on the telephone.
2. Plug one end of the supplied Cat5 modular line cord into the LAN port on the telephone, and connect the other end to the Ethernet LAN.
3. If you are installing the first telephone, see "[Connect the first telephone to the LAN](#)" to complete the installation procedure. If you are installing an additional telephone, see "[Connect additional telephones to the LAN](#)" instead.

Assembling the Telephone Stand

Optionally assemble and adjust the telephone stand, or wall-mount the telephone. See the diagrams at the end of this guide.

Documentation

This Quick Installation Guide and related documentation is available by searching for “Quick Edition” online at the following URL:

<http://avaya.com/support>

For safety information and a quick reference to installing a G10 PSTN Gateway, see the *Avaya one-X Quick Edition G10 PSTN Gateway Quick Installation Guide* (Document Number 16-600796).

For complete information about installing a G10 PSTN Gateway, see the *Avaya one-X Quick Edition G10 PSTN Gateway Installation Guide* (Document Number 16-600793).

For detailed information about how to install and use a 4610SW/4621SW IP telephone, see the *Avaya one-X Quick Edition Telephone User Guide* (Document Number 16-600795).

For information about how to access and modify system-wide options including setting the system date and time, configuring paging zones, administering user groups, and using the web-based administration interface, see the *Avaya one-X Quick Edition System Administrator Guide* (Document Number 16-600794). The *Avaya one-X Quick Edition System Administrator Guide* also contains detailed troubleshooting procedures and procedures for configuring G10 PSTN Gateways.

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IMPORTANT USER SAFETY INSTRUCTIONS

The most careful attention has been devoted to quality standards in the manufacture of your new telephone. Safety is a major factor in the design of every set. But, safety is your responsibility too. Please read carefully the helpful tips listed below.

WARNING:

All powering over telecommunication wiring must be via UL listed power supplies with outputs of 42-56 Volts DC, ≤ 1.3 Amps DC.

WARNING:

The telephone should not leave the building premises unless connected to telecommunications devices providing primary and secondary protection, as applicable.

Use

When using your telephone equipment, the following safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons.

- Read and understand all instructions.
- Follow all warnings and instructions marked on the telephone.
- This telephone can be hazardous if immersed in water. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool. To avoid the possibility of electric shock, do not use it while you are wet. If you accidentally drop the telephone into water, do not retrieve it until you have first unplugged the modular line cord and disconnected the power supply. Then, call Avaya service personnel to ask about a replacement.
- Avoid using the telephone during electrical storms in your immediate area. There is a risk of electric shock from lightning. Urgent calls should be brief. Even though protective measures may have been installed to limit electrical surges from entering your business, absolute protection from lightning is impossible.
- If you suspect a natural gas leak, report it immediately, but use a telephone away from the area in question. The telephone's electrical contacts could generate a tiny spark. While unlikely, it is possible that this spark could ignite heavy concentrations of gas.
- Never push objects of any kind into the equipment through housing slots since they may touch hazardous voltage points or short out parts that could result in a risk of electric shock. Never spill liquid of any kind on the telephone. If liquid is spilled, however, refer servicing to proper service personnel.
- To reduce the risk of electric shock, do not disassemble this telephone. There are no user serviceable parts. Opening or removing covers may expose you to hazardous voltages. Incorrect reassembly can cause electric shock when the telephone is subsequently used.

Service

- Before cleaning, unplug the telephone from the Ethernet LAN and the power supply. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
- Be sure to refer servicing to qualified service personnel when any of these conditions exist:
 - If liquid has been spilled onto the telephone.
 - If the telephone has been exposed to rain or water.
 - If the telephone has been dropped or the housing has been damaged.
 - If you note a distinct change in the performance of the telephone.

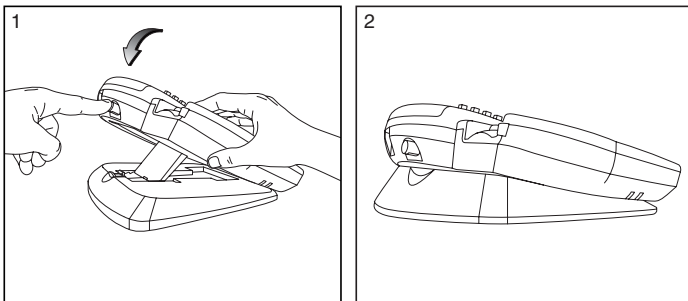
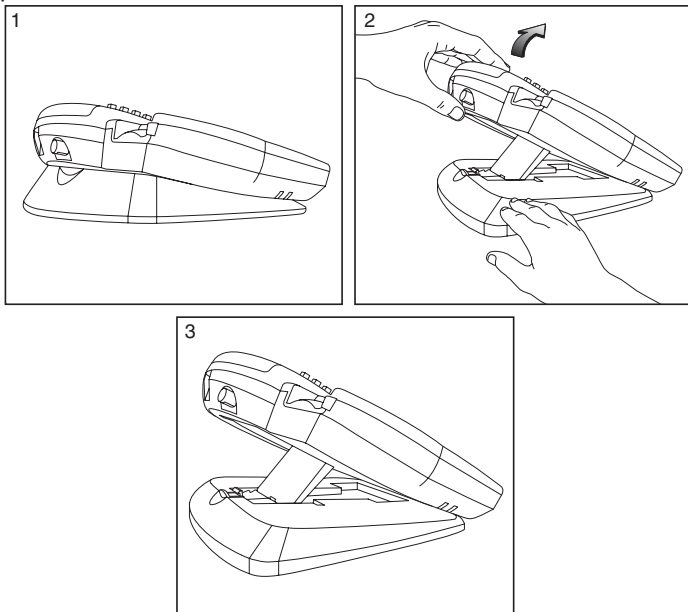
Declaration of Conformity

To download the Declaration of Conformity (DoC) for this equipment, visit <http://avaya.com/support>.

SAVE THESE INSTRUCTIONS

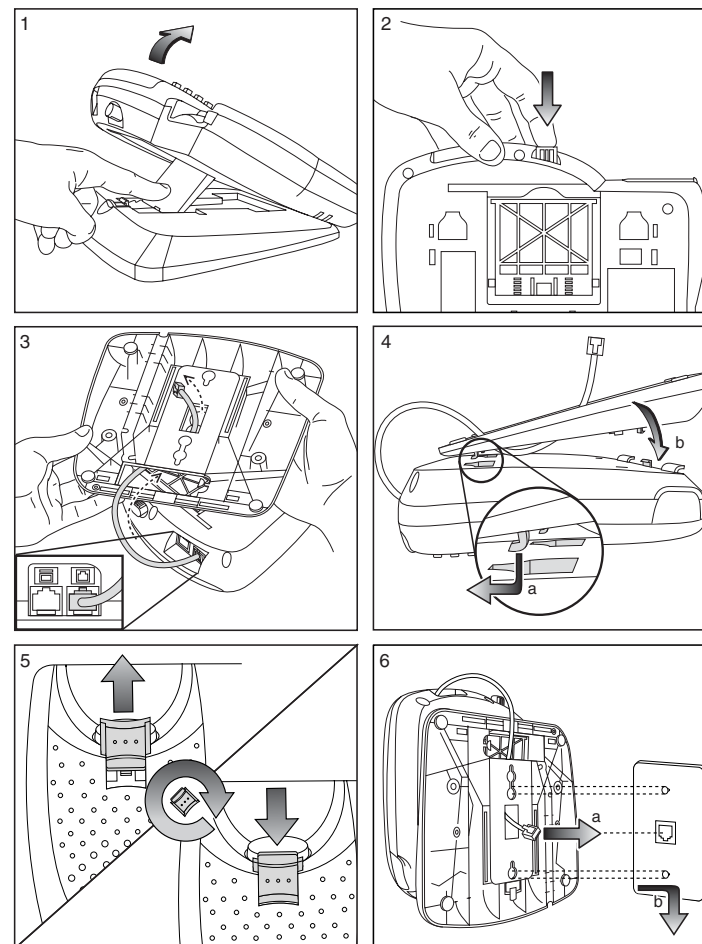
4621SW IP Telephone Stand Instructions

Desktop



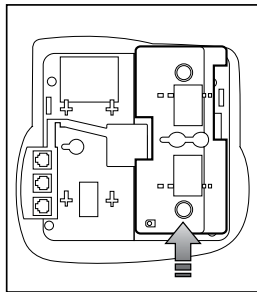
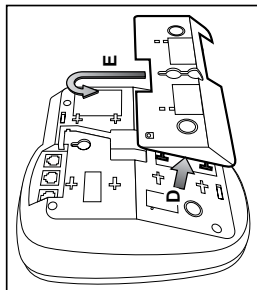
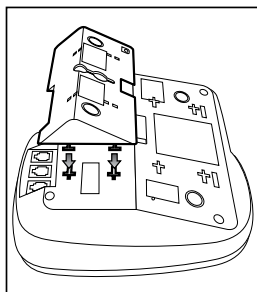
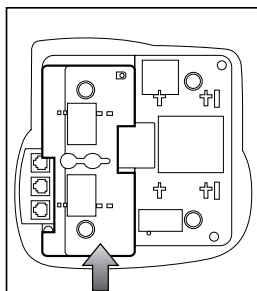
4621SW IP Telephone Wall-mount Instructions

Wall Mount

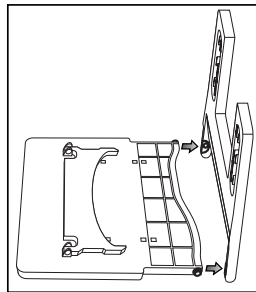
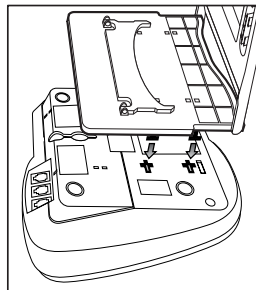
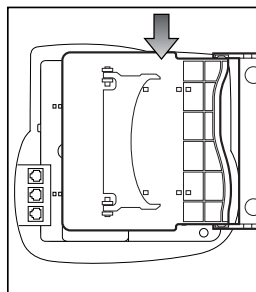
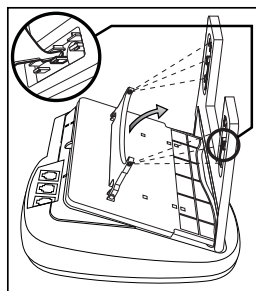


4610SW IP Telephone Stand Instructions

Desktop

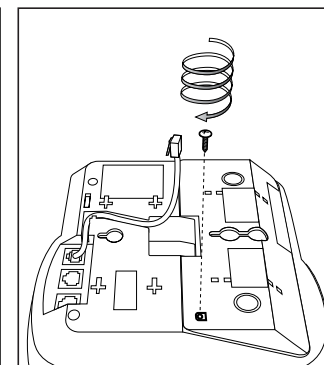
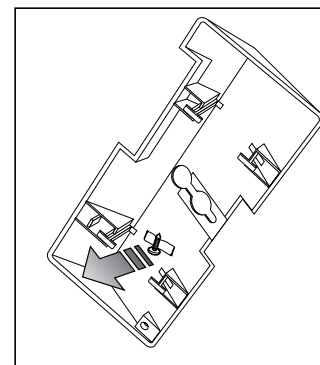
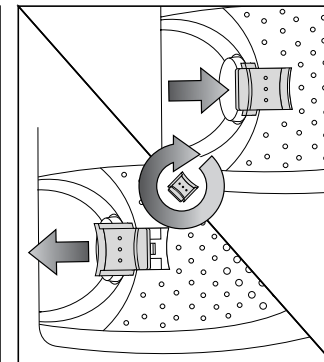
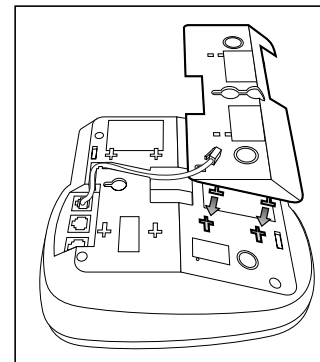
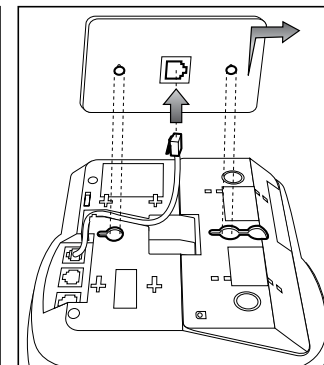
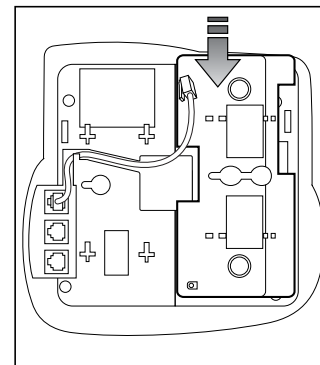


Steps 5 & 8 Optional



4610SW IP Telephone Wall-mount Instructions

Wall Mount



Technical Support


If you experience problems with your telephone, refer to the “Troubleshooting” chapter of the *Avaya one-X Quick Edition System Administrator Guide* to resolve the problem. If you are unable to resolve the problem yourself, contact Avaya Technical Support by calling 800-242-2121. As an alternative, you may contact Avaya Technical Support using one of the methods available through the Avaya Technical Support web site:

<http://avaya.com/support>

IMPORTANT: If you have an Avaya support plan, call the number associated with that plan to obtain service according to the terms of your agreement.

Entering Text and Special Characters



You can enter text and special characters as follows:

- Press a dialpad key once, twice, three times, or four times to enter the letter printed on the key.
- To add a space to the end of a line, press the Page Right () button.
- The special characters . , ' & - and @ are entered by pressing the 1 dialpad key.



Using Your Telephone

For a complete list of 4610SW/4621SW IP telephone features and information about how to use your telephone, see the *Avaya one-X Quick Edition Telephone User Guide*. For convenience, here are summaries of how to place and answer calls, put an active call on hold, and retrieve and play Voicemail messages.

To make a call



1. Lift the handset, press the Speaker () button, or select a Line/Feature () button.
2. Press the keys on the dialpad to enter the extension number or telephone number of the party that you want to call. You may optionally select an extension number using the **Dir** softkey. If you are calling an outside (PSTN) line, dial 9 first.

To disconnect, either:



- a. Return the handset to its cradle.
- b. If you are using the speaker, press the Speaker () button.
- c. If you are using a headset, press the Headset () button.

To answer an incoming call


Perform either of the following actions:

- a. For handset operation, pick up the handset.
- b. For hands-free operation, press the Speaker () button or select the incoming call by selecting the associated Line/Feature () button.

To disconnect, either:




- a. Return the handset to its cradle.
- b. If you are using the speaker, press the Speaker () button.
- c. If you are using a headset, press the Headset () button.

To put the active call on hold


If you are handling one active call, press the Hold () button.

The display area shows the HELD status of the call. You can replace the handset without losing the call.

To take the call off hold, perform one of the following actions:

- a. Pick up the handset and press the Hold () button.
- b. If you are using the speaker, select the Line/Feature () button that corresponds to the held line.
- c. If you are using a headset, press the Hold () button.

To retrieve and play a Voicemail message

1. Select the **VMail** softkey.
2. Using the keys on the dialpad, enter your Voicemail password (this password is the same as your user options password), and then select the **Done** softkey.
3. Select the Line/Feature () button beside the entry that you want to play. The entry at the top of the list (number 1) corresponds to the most recently received message.

Information associated with the call is displayed.

4. Select the **Play** softkey.

The recorded message is played.

Tip: You can press the Volume () () buttons to adjust the volume while the recording plays back.

5. If you want to pause play back, select the **Pause** softkey while the recording plays back. If you pause the recording, select the **Play** softkey again to resume playback.